



**NONRESIDENT  
TRAINING  
COURSE**



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# **Department of the Navy Correspondence Manual Course**

**NAVEDTRA 14319**

# PREFACE

## About this course:

This is a self-study course. By studying this course, you can improve your professional/military knowledge, as well as prepare for the Navywide advancement-in-rate examination. It contains subject matter about day-to-day occupational knowledge and skill requirements and includes text, tables, and illustrations to help you understand the information. An additional important feature of this course is its references to useful information to be found in other publications. The well-prepared Sailor will take the time to look up the additional information.

**Text:** The text for this course, *Department of the Navy Correspondence Manual*, SECNAVINST 5216D, is not supplied and must be obtained by the student. Available at: <https://nedts.nebt.daps.mil/>.

The assignments for this course are available ONLY in electronic Portable Document Format from the following web site: <https://www.advancement.cnet.navy.mil>.

Any errata for this course can be found at <https://www.advancement.cnet.navy.mil> under Products.

## History of the course:

- 1997: Original edition released.
- Apr 2003: Admin update released.

Published by  
NAVAL EDUCATION AND TRAINING  
PROFESSIONAL DEVELOPMENT  
AND TECHNOLOGY CENTER  
<https://www.cnet.navy.mil/netpdtc>

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